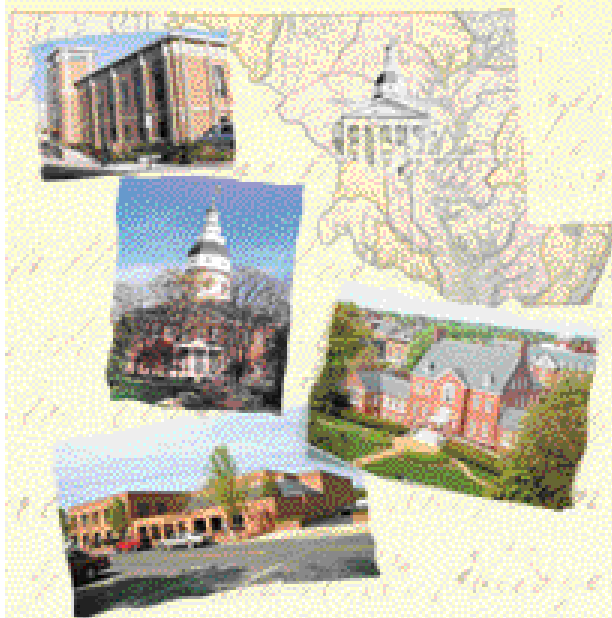




MARYLAND

DEPARTMENT OF GENERAL SERVICES



Robert L. Ehrlich, Jr.
Governor

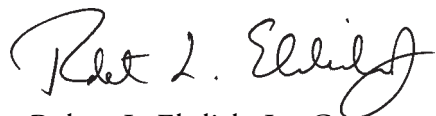
Michael S. Steele
Lt. Governor

Boyd K. Rutherford
Secretary



MARYLAND DEPARTMENT OF GENERAL SERVICES

“The impact that DGS has when it successfully achieves its mission extends throughout the State and to future generations of citizens and State employees. From the purchase of road salt to the construction of a State Police Barrack to the security and maintenance of our buildings, DGS is well focused in its core mission – Customer Service.”



Robert L. Ehrlich, Jr., Governor



DGS POLICE

DGS Police and Security officers provide around-the-clock security for Annapolis and Baltimore State Office Centers, including 30 buildings, nine parking garages and 17 surface parking lots. The force of more than 100 sworn officers and over 109 security guards safeguard State employees, elected officials and more than one million visitors to State-owned buildings.



FACILITIES OPERATIONS AND MAINTENANCE

The Facilities Operations and Maintenance Division is responsible for establishing policy and directing the statewide operation and maintenance of 56 State-owned buildings with 6 million square-feet of space. The Division oversees two principal office centers in Annapolis and Baltimore along with 14 regional Multi-Service Centers. Facilities Operations provides both preventive and routine maintenance, as well as major repairs, alterations, improvements, and housekeeping services in support of other State agencies. In addition to these responsibilities, the Division tracks and matches vacant space in State-owned facilities and capital lease properties with State agency requirements.

REAL ESTATE

The Office of Real Estate is responsible for establishing policy and for directing all real property functions of three units: the Land Acquisition and Disposal Unit; the Lease Management and Procurement Unit; and the Valuation and Appraisal Unit. The Division is also responsible for communicating with the leadership of client agencies, State and local elected officials, private property owners and brokers, as well as the Board of Public Works in support and on behalf of the Department.

FACILITIES PLANNING, DESIGN AND CONSTRUCTION

The Facilities Planning, Design and Construction Division is responsible for the management and direction of the Construction, Project Management and Design, Maintenance Engineering, and Energy Projects and Services units. To aid the Division, support staff includes a project cost center and a management information team. Facilities Planning develops and implements policies, procedures, regulations and standards to assure that programs and services meet the needs of its State agency customers.

“Accountability to the taxpayers of Maryland is our number one priority. The Department of General Services has a proud tradition of serving the State and its citizens by assisting State and local government agencies achieve their missions.”



Boyd K. Rutherford, Secretary

PROCUREMENT AND LOGISTICS

DGS is the State's primary procurement agency with numerous responsibilities for purchasing a variety of goods and services statewide. The Procurement and Logistics Division provides professional and technical support services to State and local government agencies; conducts central procurement of architectural and engineering services, commodities, construction, facilities maintenance and printing services. The professional procurement staff performs specialized contracting, bid/proposal administration, and bid security services. The Division administers Internet-based *eMaryland Marketplace*, a full-scale interactive procurement system. More than \$300 million in procurements are processed annually and the State is saved almost \$30 million per year through the Department's fiscally conservative procurement practices. The Division is also responsible for the activities of the Minority Business Enterprise Office, Inventory Standards and Support Services Division, State Duplicating and Printing Services, Maryland State Agency for Surplus Property, and Records Management Unit.





MARYLAND DEPARTMENT OF GENERAL SERVICES



- Serves Maryland and its citizens by supporting State and local government agencies. DGS provides a full spectrum of construction, facilities operations, procurement, real estate, and surplus property services.
- Supervises and coordinates the planning, design and construction of a wide range of public building projects totaling hundreds of millions of dollars annually.
- Operates, maintains and provides security for multi-agency State facilities including the State Office Centers in Annapolis and Baltimore. DGS assesses State facilities and manages facility renewal funds.
- Determines the use of space in State-owned and leased facilities. DGS oversees all real estate transactions, except for those associated with transportation projects, and conducts all lease negotiation and enforcement actions.
- Provides centralized commodity procurement; centralized printing, graphics and duplicating services; and management of the State's inventory, records and surplus property.
- Police provide law enforcement and around-the-clock security for more than 13,000 State employees who work in DGS-managed State office buildings. DGS Police also work with the Maryland State Police and local law enforcement agencies to improve public safety through educational programs and personal vehicle inspections.



DEPARTMENT OF GENERAL SERVICES TELEPHONE DIRECTORY

OFFICE OF THE SECRETARY 410-767-4960

DEPUTY SECRETARY 410-767-4960

Office of External Affairs 410-767-4606

Legal Division 410-767-4992

DGS POLICE

Baltimore Detachment 410-767-4793

Annapolis Detachment 410-260-2911

ADMINISTRATION 410-767-4985

Executive Director 410-767-4985

Fiscal Services 410-767-4240

Personnel 410-767-4985

FACILITIES OPERATIONS AND MAINTENANCE

Assistant Secretary 410-260-2900

Annapolis State Buildings and Grounds 410-260-2900

Baltimore State Buildings and Grounds 410-767-4409

Multi-Service Centers 410-819-4040

FACILITIES PLANNING, DESIGN AND CONSTRUCTION

Assistant Secretary 410-767-4214

Cost Center 410-767-4397

Project Management and Design 410-767-4439

Maintenance Engineering 410-767-4875

Public Schools/Community Colleges 410-767-4391

Construction 410-767-4360

PROCUREMENT AND LOGISTICS

Assistant Secretary 410-767-4430

eMaryland Marketplace 410-767-1492

Commodities Procurement 410-767-4281

Facilities Maintenance Procurement 410-767-4295

Inventory Standards and Support Services 410-767-0587

Maryland State Agency for Surplus Property 410-540-4066

Minority Business Enterprise 410-767-4270

Construction Procurement 410-767-4082

Records Management 410-799-1930

Technology 410-767-0818

State Duplicating & Printing Services 410-767-4594

REAL ESTATE

Assistant Secretary 410-767-4330

Land Acquisition and Disposal 410-767-4304

Valuation and Appraisal 410-767-4329

Lease Management and Procurement 410-767-4328

DGS STATEWIDE TOLL-FREE 1-800-449-4347

Internet Address www.dgs.maryland.gov

eMaryland Marketplace www.emarylandmarketplace.com